

69-3012/1

MEMORANDUM FOR: Deputy to the DCI for National Intelligence
Programs Evaluation
Deputy Director for Intelligence
Deputy Director for Plans
Deputy Director for Science & Technology
Deputy Director for Support

SUBJECT: Management of Information Processing

REFERENCE: Memo dated 3 Sept 69 to above from DCI,
Subj: ADP -- Management

1. The Director has requested that the Executive Director-
Comptroller take steps to strengthen the coordination and management
of information processing activities. *Toward this end,*

2. The following matters should be given prompt attention:

a. A study conducted to clarify the roles and responsibilities
of the Central Reference Service, DD/I, and the Office of Computer
Services, DD/S&T, in the area of ADP support to production.
More specifically we need to determine whether the system under
consideration in CRS is compatible with other systems, what
support it will require, and what changes in current planning, if
any, are in order.

b. A report prepared by the DD/S on the status of ACT and
the result of the consultants' study on that system with particular
reference to the cost effectiveness.

c. Agency regulatory issuances relating to the Information Processing Coordinator mechanism and the Information Processing Staff reviewed and revised in order to clarify roles and responsibilities and formally strengthen the coordination process.

3. In due course, similar studies should probably be made on SIPS, SIDES, COINS, and perhaps other ADP-related programs, and studies prepared relating to training and career development of ADP personnel to provide the basis for recommendations for improvement in this area.

A. The Director of Planning, Programming, and Budgeting, to be assisted by the Information Processing Staff, is responsible for preparing terms of reference, assuring the involvement of all interested Agency components, and making recommendations to me on these matters.

1. On a continuing or longer term basis:

a. Each Deputy Director should review the validity and priority of ADP tasks integral to his operations and assure the most efficient and effective use of ADP resources.

b. Specific approval should be sought from this office before funds, regardless of amount, are actually committed for the acquisition of additional computers or central processing units.

This applies even if plans to acquire such equipment had previously been reviewed in the programming and budgeting process.

c. The Agency Five-Year Plan for ADP should be brought up to date and maintained by O/PPB in collaboration with the Directorates. The plan should address Agency-wide policy and resource questions relative to information processing activities, set forth priorities on an Agency basis for major programs using ADP resources, and identify improvements needed in organization for ADP.

d. The Director/PPB, in collaboration with the Deputy Directors and Directorate Information Processing Coordinators, is to review information processing plans and activities of the Agency and report on them regularly to me.

L. K. White

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Approved For Release 2001/03/30 : CIA-RDP78-04723A000100100025-8

FORM NO. 207 Use previous editions GPO : 1967 O 507-542 (40)

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